

Electrical Department

DO's

1. The actual length of used contact wire and a catenary wire should be recorded on drum as well as in daily dairy/Drum register with date & signature after completion of each shot and the ends of wire must be properly sealed.
2. Reconcile the Qty. of high value material at regular interval and take the scrap in custody from contractor.
3. Electrical license validity of the vendor to be ensured during execution of the work.
4. While execution of works, follow the standard approved drawings by design department based on RDSO/IS.
5. Insist for qualified technical supervisor for execution of works as per contract condition.
6. While preparation of drawings, principles laid down in ACTM to be strictly followed.
7. While processing the ONA bills, it should be ensured that quantity of any item claimed do not exceed the assessed quantities.
8. Test check location (of 20% test check of officer) to be clearly mentioned in M-Book.
9. Over writings and corrections to be avoided in M-Book.
10. Recovery for sparing of M&P or Wagons should be done as per agreement condition.

DON'Ts

1. Do not record the measurement for such works, which is incomplete/defective.
2. Do not accept the materials more than the scheduled quantities without obtaining approval from competent authority.
3. Do not modify the LT/HT overhead lines without competent authority's approval/Sanction.
4. Do not accept the material of other make, which are not included in the work order/contract.
5. Do not included in works contracts, normally those electrical items which are available on D.G.S & D Rate contract, without concerned authority's approval.
6. While processing the progress bills, it should be ensured that double payment not to be done against any item.
7. Do not deviate from the conditions mentioned in the contract agreement.
8. Do not certify bills without deduction of assistance of railway men or material given to agencies as per agreement condition.
9. Do not exceed quantities while executions till variations are approved by competent authority as per SOP.
10. Do not accept Bank guaranties if not as per format in Tender document and written confirmation is received from issuing Bank.